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Remarks:

Attached for your information is a copy of the minutes of the 14 July 1978 SSP Meeting.

Also attached is a revision of the Career Preference Outline which we can discuss at the next meeting.



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FROM: NAME, ADDRESS AND PHONE NO.	DATE
DDA Clerical Coordinator 7D-18 Hqs.	7/24/78

MINUTES

DDA SENIOR SECRETARIAL PANEL (SSP)

Friday, 14 July 1978, 1400 hours
DDA Conference Room

Present: [redacted] (CMO/DDA)..... Chairman (Voting Member)
[redacted] (DL)..... Voting Member
[redacted]..... Voting Member
[redacted]..... Voting Member
[redacted] (S/OP)..... Guest
[redacted] (Clerical Coordinator)..... Executive Secretary

[redacted] opened the meeting by thanking [redacted] for joining us and asking her for assistance with some of the questions we have with regard to administration of the DDA/SSP. Her suggestions and guidance follow.

. Although the DDA/SSP will be responsible for career management of senior secretarial personnel GS-08 and above, the secretaries will retain their respective sub-group designation. In addition to having a list of GS-08 and above senior secretaries, we will also need a list of the positions involved which we may obtain from the OP.

. The DDA/SSP will have to make some type of arrangement available with the individual sub-groups on the submission to us of their top GS-07's when we have a GS-08 vacancy.

. When the SSP is initially established, it should be restricted to "secretary stenos" vs "admin assts." and later we may want to add admin assts.

. The PRA situation was discussed and in particular the mechanism used by the DDO to promote some of its secretaries in the past. [redacted] indicated that the DDO promoted beyond their headroom availability and it was not a viable solution to their problem. The theory is "no PRA promotions."

. Selection for a senior secretarial position does mean promotion provided the secretary occupies the higher graded position, performs the functions satisfactorily, and has the necessary time in grade.

. The panel will identify the low three percent. It was noted that some offices are requiring special boards to look at all three percent for low performers.

. The DDA Career Management Office, and more specifically, the DDA Clerical Coordinator, will be the counselor to the senior secretaries in the Directorate.

. It was suggested that instead of using the phrase "three best candidates" we should keep in mind in our selection process the "most suitable for the particular job."

. Secretaries: not be told "what number" they are in the ranking order but rather the descriptor they have been assigned or percentile of rank order.

. With regard to use of the vacancy notice system, we can go either of two routes: (1) a vacancy notice, or (2) make selection from the list of rankings. However, if we do go the vacancy notice system, we should make sure it goes to each senior secretary individually. (It was noted that the E Career Service and S&T are using the vacancy notice system.)

. A secretary who is serving overseas will not be considered for a senior secretarial position while she is PCS overseas. She will be considered at such time when she is due to return to headquarters. If a senior secretary is returning from overseas and there is no appropriate position to accommodate her at her grade level, she may have to be PRA'd in a lower graded position.

. It was agreed that overseas senior secretarial positions will be advertised through the vacancy notice system.

. Career Services Agency wide will hopefully work out system with the E Career Service and meet periodically with the other Career Services regarding their higher graded positions, thus permitting cross-directorate movement.

AT [] indicated that the DDCI has authorized semiahnual promotions for all grades, and this will be published shortly. There will be firm dates for promotions in accordance with the fitness report schedule. Promotions must be made on the first pay period following the end of 120 days after the fitness report. Up through GS-06 employees may be promoted anytime during the year. GS-07-11 and GS-12-15 may be promoted annually or semiannually by career service or sub-group.

The Office of Personnel will be issuing additional guidelines with regard to these new personnel policies.

AT [] suggested that we not get tied into a rigid system until after we try our evaluations once or twice.

The Career Preference Outline was reviewed with the Panel and suggested changes will be incorporated into the new draft.

The Chairman indicated he plans to make an announcement at the DDA Morning Meeting on 17 July 1978 about the progress of the DDA/SSP.








Meeting adjourned at 1545.

[]

Executive Secretary
DDA Senior Secretarial Panel

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Distribution:

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DDA/CMO:JV:jls (24 July 1978)